



MEMORANDUM

TO: Mayor and City Council

FROM: Tammie H. Williamson, AICP, Acting Director
Solid Waste Services Department

DATE: July 8, 2009

RE: **Integrated Solid Waste Management Master Plan (ISWMMP):
Scope of Services – Public Input Process**

The purpose of this memo is to provide you with a plan to obtain community input in the development of the Scope of Services for the Integrated Solid Waste Management Master Plan (“ISWMMP” or “Master Plan”).

The Scope of Services summarizes the deliverables and services to be performed by the consultant. Based on the Request for Qualifications (RFQ), a preliminary draft scope of services will be presented to the public to serve as a starting point for community discussions. Staff will seek the public’s input regarding the draft scope. In addition to conducting two (2) public meetings, staff proposes to engage the community utilizing meetings with the following Boards and Commissions:

- Solid Waste Advisory Commission (SWAC)
- Resource Management Board
- Sustainable Food Policy Board
- Environmental Board

Using the input compiled from the board and commissions as well as additional public meetings on this issue, staff will brief SWAC members of the input received and obtain SWAC’s final input. Attached, please find a timeline detailing the public input process and post-negotiation schedule.

During this public input process, it is critical to protect the City’s standing in negotiations to ensure staff’s ability to negotiate a contract for the least cost based on the services requested. Additionally, this contract is subject to the Anti-Lobbying Ordinance No Contact Period. Therefore, until a contract is executed, all communication with the consultant must be directed thru:

- David Smythe-Macaulay, Project Manager, Public Works Department
512-974-7152 or david.smythe-macaulay@ci.austin.tx.us; or
- Jessica Kingpetcharat-Bittner, Sustainability Administrator, SWS Department
512-974-7678 or jessica.king@ci.austin.tx.us

If you have any questions, please do not hesitate to contact me directly at 512-974-1997.

cc: Marc A. Ott, City Manager
Robert Goode, Assistant City Manager

ISWMMP: Scope of Services – Public Input Process
July 8, 2009
Attachment

ISWMMP SCOPE FRAMEWORK

Proposed Timeline & Public Input Process

Final schedule and related updates of all meetings will be posted at: www.austinrecycles.com

Date	Description
Late July	Release Preliminary Draft Scope of Services (based on the RFQ) to participating Board and Commission members for their review prior to the kickoff meeting.
Late July	Kickoff Meeting. Provide a brief background of the project, present the preliminary draft scope of services, and question/answer session. Open to the public with <i>special invitation</i> to the previously identified board and commission members.
Late July	Public Input Meeting. Open to the public with the goal of answering questions and obtaining community input.
Wednesday, August 12	SWAC. Regular meeting. Discussion and input.
Tuesday, August 18	Resource Management Board. Regular meeting. Discussion and input.
Wednesday, August 19	Environmental Board. Regular meeting. Discussion and input.
Tuesday, August 24	Sustainable Food Policy Board. Regular meeting. Discussion and input.
Wednesday, September 9	SWAC. Regular meeting. Discussion and input.
<i>Post-Negotiation Schedule</i>	
If staff is able to secure an agreed scope and terms of services, staff must first return to Council to obtain approval to execute.	
TBA	Notify participating commissions of the agreed upon scope and terms of services. This may occur by memo.
TBA	SWAC Meeting. Present request for council action (RCA) to execute contract to commission members and obtain SWAC recommendation.
TBA	City Council Meeting. Return to City Council to seek approval to execute contract.